



SOLICITATION INFORMATION
JUNE 4, 2013

RFP # 7470374

TITLE: ARRA – EARLY LEARNING CHALLENGE – WORKFORCE
KNOWLEDGE & COMPETENCY FRAMEWORK

SUBMISSION DEADLINE: JULY 2, 2013 AT 11:30 AM (ET)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov **no later than June 18, 2013 at 12 Midnight**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
Chief Buyer

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST for Proposals
ELC – Workforce Knowledge and Competency Framework

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to assist in the development of the State's Workforce Knowledge and Competency Framework for Professional Development Providers and Higher Education Faculty/Staff, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

This is an RFP, not an Invitation for Bid. Responses will be evaluated on the basis of the relative technical merits of the proposal as provided herein, in addition to cost.

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@mbe.ri.gov. Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST for PROPOSALS
ELC – Workforce Knowledge and Competency Framework

Background/Overview

Rhode Island is one of fourteen states to be awarded a Race to the Top – Early Learning Challenge (RTT-ELC) Grant from the U.S. Department of Education and the U.S. Department of Health and Human Services. As part of the State’s RTT-ELC Scope of Work, Rhode Island committed to developing Workforce Knowledge and Competency Frameworks (WKC) for several key roles in early childhood education, including: family child care providers, professional development providers and higher education faculty/staff, and program administrators and education coordinators. The framework provides a career pathway, as well as what each role should know and be able to do at different levels of education/experience. In addition, the WKC pertaining to classroom-based early childhood educators was developed prior to the RTT-ELC award and is currently undergoing finalization.

This Request for Proposals seeks an expert individual or organization to facilitate the process for the development of the Workforce Knowledge and Competency (WKC) Framework for Professional Development Providers and Higher Education Faculty/Staff. This facilitation includes, but may not be limited to, convening a meeting to develop a work plan with State Agency staff and other early childhood professionals and creating the first draft of the WKC Framework using identified state and national resources. The State intends to use the Early Childhood Education Professional Development Training and Technical Assistance Glossary developed by NAEYC and NACCRRA. The successful vendor will be knowledgeable in existing professional development/higher education competencies, professional development systems, standards that inform systems of early learning, and with the aforementioned glossary.

The WKC will serve as the foundation for a trainer approval, to be developed through the State’s evolving Professional Development/Technical Assistance Center, and to assist Rhode Island’s professional development providers or aspiring providers in progressing in their education, knowledge, and skills. The framework can also serve to guide institutions of higher education in hiring and supporting professionals that best support the early learning workforce. At a minimum, the WKC framework should outline the requisite skills, experience, and knowledge professional development providers must have to best support educators in improving practice and child outcomes. This framework will speak to those giving professional development to classroom-based teachers, family child care providers, and administrators.

Scope of the Work

Tasks

The organization awarded this contract will manage resources efficiently and effectively in order to complete the outlined tasks. This includes working with a WKC development team identified by the State. The successful bidder will align the WKC Framework with Rhode Island’s early childhood educator framework and with other identified state and national resources. Rhode Island intends to use the *NAEYC/NACCRRA Training and Technical Assistance Glossary* to inform the language used in the WKC Framework and to assure alignment with other state’s initiatives.

The successful bidder will work collaboratively with RIDE to manage federal resources to achieve the following tasks:

1. Work with RIDE staff to design initial planning meeting. This initial meeting will include state staff, as well as representatives from the community (e.g., TA Providers, trainers, and higher education chairpersons)
2. Facilitate initial meeting to establish goals and guiding principles in addition to identifying state and national resources to inform the draft WKC Framework and Rhode Island's approach to the WKC Framework's structure (e.g., career pathway, number of levels in the WKC)
3. Use identified resources to develop a first draft of the WKC for Professional Development Providers and Higher Education Faculty/Staff and present draft to the WKC development team
4. If necessary, complete follow-up tasks as identified by the development team

Project Schedule/Deliverables

Task	Deliverable	Schedule
1	Work with RIDE Staff to design initial planning meeting	Immediately Upon Execution of Contract
2	Facilitate initial meeting to establish goals/guiding principles and identify state and national resources to inform the draft WKC Framework and Rhode Island's desired approach to the WKC Framework's structure (e.g. career pathway, number of levels in the WKC)	Immediately Upon Execution of Contract
3	Use identified resources to develop a draft of the WKC for Professional Development Providers and Higher Education Faculty/Staff	Approx. July 2013-9/15/13
4	If necessary, complete follow-up tasks as identified by the development team	9/15/13-12/1/13

Additional Contractor Requirements/Qualifications

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.

- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

Terms of the Contract

The Contract will begin **upon issuance of state purchase order (on or about July 2013)** and end **June 30, 2014**. Contract activities are scheduled to end December 2013, but RIDE reserves the right to align this contract with the state fiscal year end. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent.

Cost Proposal/Terms of Payment

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

FY 13 Up to \$35,000

The total cost of the contract is not to exceed **\$35,000**. Bidders are encouraged to submit a cost proposal that reflects competitive administrative or indirect rates.

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the email on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format**. Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please include in original proposal only.**

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked “**RFP #7470374 – ELC - Workforce Knowledge and Competency Framework**” to:

Department of Administration
Office of Purchases – 2nd Floor+
One Capitol Hill
Providence, Rhode Island 02908

In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in electronic form (CD). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested.

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

Technical Proposal Required Elements

- | | |
|---|-------------|
| 1. Contractor understanding of the Issues | (15 Points) |
| 2. Work Plan | (15 Points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (20 Points) |
| 4. Quality of Key Personnel (including Curriculum vitae) | (20 Points) |
| 5. Cost Proposal | (30 Points) |

APPENDIX A

BUDGET ONE-YEAR PROJECTS

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>
1. Salary and Fringe Benefits	0
2. Consultant	0
3. In-State Travel	0
4. Out-of-State Travel	0
5. Printing	0
6. Office Expense	0
7. Telephone	0
8. Educational Materials	0
9. Equipment	0
10. Data Processing	0
11. Rental	0
12. Other	0
13.	0
14.	0
15.	0
16.	0
17.	0
Subtotal	0
Indirect Cost	0
TOTAL	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET

FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	HOURLY RATE WITH FRINGE \$	NUMBER OF HOURS	SALARY & FRINGE TOTAL \$
TOTAL REQUEST				

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST

Prepare a sheet for each fiscal year covered by the bid.9

*Revised July 1, 2006